

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 2000-06
Effective Date: 2/4/2000

(Agency use)

(Archives use)

Date Sent: 12-01-99

**Date
Received:**

**Agency
Control No.:**

Agency Code: 442-1-3

Control No.:

Applicant: Georgia Department of Law
Address: Judicial Building
40 Capitol Square
Atlanta, Georgia 30334-1300
**Creating
Office:** Criminal Justice Division
Address: Judicial Building – Room 306

Phone: (404) 656-3300
FAX:
Email:

Phone: (404) 656-3349
FAX: (404) 651-6459
Email:

Administrator: Mary Beth Westmoreland
Deputy Attorney General

Phone: (404) 656-3349
FAX: (404) 651-6459
Email:

**Application
Type:** New: X

Class: Individual

Series Title: Death Penalty Case Files

**Dates of
Series:** 1972 - Current

Access: Confidential Attorney/Client Privilege , O.C.G.A. 24-9-21 to 24-9-24

**Function
Documented:** This file series documents the legal actions of the Criminal Justice Division of the Georgia Department of Law in representing the State of Georgia in appeals to the Supreme Court of Georgia, 11th Circuit Court of Appeals, Federal District Courts, United State Supreme Court of convictions of capital felonies and defends habeas corpus actions brought by inmates of the Georgia State penal institutions.

Consists of: Copies of pleadings, briefs, court orders, notifications, transcripts and memoranda.

Media: paper

Arrangement: Case Files are arranged alphabetically by last name of petitioner.

Indexed by:

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Retention Requirement:

State Law or Regulation:
Federal Law or Regulation:
Audit Period:
Administrative Need: 20 years

Cutoff Event: When case is closed by court.

Total Permanent
Retention:

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Thurbert E. Baker 12-14-99
Thurbert E. Baker, Attorney General Date

Concur: Mary Beth Westmoreland 12/14/99
Mary Beth Westmoreland, Deputy Attorney General Date

Submitted by: Donna Strickland 12-14-99
Donna Strickland, Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: Edward Weldon 02/08/00
Edward Weldon, Secretary of State Designee Date

BLANKSCHEDULEV2; JUNE 15, 1999

STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet #: 1 of 1
Authorizing Schedule #: 2000-06

(Agency use)

(Archives use)

Date: 12-01-99

Date Received: Feb. 4, 2000

Agency
Control No.:

Agency Code: 442-1-3

Control No.:

Series Title: Death Penalty Case Files

Current Accumulation: 63 standard records storage containers.

Annual Accumulation: 30 standard records storage containers.

Reference Activity: One to twelve months: N/A; Thirteen to twenty-four months: 20 per year;
Twenty five months and older: 18 per year.

Series Inventory: Alphabetically by last name of petitioner.

Storage Containers: Standard records storage containers.

Proposed Disposition Instructions:

Cut off records of series: When Closed by Court

Maintain in office for: 1 year; transfer to local holding area 2 years

Transfer to: State Records Center

Hold: 17 years

Then: Transfer to State Archives for Permanent Retention

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: Mary Beth Westmoreland 12/14/99
Mary Beth Westmoreland, Deputy Attorney General Date

Submitted by: Donna Strickland 12-14-99
Donna Strickland, Records Management Officer Date

The Office of Secretary of State, Department of Archives and History, agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity, or required storage conditions may require a renegotiated storage and reference agreement.

Accepted by: Edward Weldon 02/09/00
Edward Weldon, Secretary of State Designee Date